



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

May 28, 2015

Mary Buchanan  
221 Courtland Street  
Waterloo, IA 50703

Dear Child Care Provider,

This letter is in regards to the May 12, 2015 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

***This list needs to be updated with all the children that you provide childcare form. Sheet attached.***

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

***Last documented through 8/20/14. You must practice monthly and document. Sheet attached.***

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

***Need for 5 children's files.***

***I have attached a list of what should be in each child's file for school ages and for infant/preschoolers.***

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

***Need for 5 children's files.***

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

***Need for 7 children's files.***

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

***Need for 7 children's files.***

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

***Need for 7 children's files.***

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

***Need for 3 children's files.***

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

***Need for 2 children's files.***

***I have attached infant, toddler, preschooler health form that should be updated annually.***

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

***Need for 1 child's file.***

***I have attached school aged parent statement that should be updated annually.***

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

***Need for 7 children's files.***

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

***Need for 6 children's files.***

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

***Need for 3 children's files.***

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

***Need for 6 children's files.***

***I have included a copy of consents and releases.***

***I have included a copy of monthly medicine record.***

☐ 110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

***I have attached the Child Development Home Capacity Category B which spells out the specific number of childcare children you can have based upon their ages.***

***I have attached an example of Hours of Attendance Worksheet for the week for Category B.***

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration.

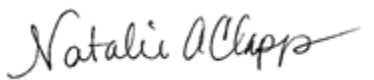
**Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Please do not hesitate to contact me at DHS at 319-292-2360 if you have any questions regarding this letter.

Sincerely,

Patricia Smart  
Social Worker II



Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 319-233-0804.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://dhs.iowa.gov/sites/default/files/CC\\_Professional\\_Development.pdf](http://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf) and you can sign up for training at <http://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).